

Name of organization, individual or business: _____ County: _____ Grant Type: _____ Grant Year: _____

Tax ID #: _____ Grant \$ Awarded: _____ Match: \$0.00 Grant \$ received to date: _____

Contact Person: _____ Email: _____ Phone #: _____

Activity / Description	Grant \$'s spent	Match - 25% cash or 12.5% cash & 12.5 in-kind	Match Source	Total	Documentation for Reimbursement		Miscellaneous Notes
	Actual	Actual		Actual	Invoice #	Check # /Proof of payment	
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
				0.00			
Totals	\$0.00	\$0.00		\$0.00			

Proof of Payment options: Copies of cancelled checks, bank statements showing electronic payments and/or credit card statement and proof of payment

Electronic version is available online at laurelhighlands.org/grant

**Tourism Grant Program
Grant Expenditure Form Instructions**

Please use the attached worksheet to record expenditures for your grant. Submit with all documentation attached behind the worksheet.

Grant \$ Awarded:

The full amount of the grant you received

Match: Column will automatically calculate for you

Will calculate 25% off the amount you entered in the Grant \$'s spent column

Grant \$ received to date:

Enter the amount of grant dollars you received

Activity/Description: Identify the activity/description - (i.e. vendor name, - brochure, advertising, etc.)

Grant \$'s Spent

Actual – Amount you actually spent on the activity

Cash Match - 25% grant \$'s spent:

Actual – enter 25% that you spent towards this activity/Description

Match Source:

Enter the information for the match source

Total: Column will automatically calculate for you

Documentation for:

Invoice # - enter check #

Proof of payment - enter Ck #

You must provide a hard copy of all invoices and provide proof of payment (i.e copies of cancelled checks or bank statements showing electronic payments and/or credit card statements) for each expenditure and match listed on the form